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UNITED STATES DEPARTMENT OF LABOR
FRANCES PERKINS, Secretary
BUREAU OF LABOR STATISTICS
ISADOR LUBIN, Commissioner

MINIMUM STANDARDS FOR THE SAFETY AND HEALTH OF WORKERS IN MANUFACTURING INDUSTRIES

Approved by
Committee on Standards for Safety and Health for N.R.A. Codes
Appointed by the Secretary of Labor

308
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Box 391

UNITED STATES
GOVERNMENT PRINTING OFFICE
WASHINGTON : 1934

Minimum Standards for the Safety and Health of Workers in Manufacturing Industries

THE codes adopted under the National Industrial Recovery Act generally contain provisions requiring employers to provide safe and healthful conditions of employment. The customary clauses regulating this obligation are the following:

> Every employer shall provide for the safety and health of his employees during the hours and at the place of their employment.
>
> Standards for safety and health shall be submitted by the code authority to the Administrator for approval within 6 months after the effective date of the code.

In office order 71 of March 14, 1934, the manner in which the provision is to be executed was outlined. To assist the individual code authorities in meeting these requirements, a Committee on Standards for Safety and Health for N.R.A. Codes was appointed by the Secretary of Labor. The committee has approved the following list of minimum standards for safety and health in manufacturing industries to which are to be added such additional standards as may be required for the specific hazards of individual industries.

Similar lists of minimum standards for the branches of industry other than manufacturing will be available shortly.

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General Provisions

THESE requirements shall not supersede any legal requirement which stipulates higher standards.

The minimum requirements set forth shall apply to all installations made after the date of adoption of these regulations, and to all existing installations and conditions which are not in accordance with these regulations, provided that where safety equipment has been provided, such equipment may remain in use until such time as it needs to be replaced, upon a proper showing to the Administrator that the devices afford adequate protection.

The code authority, subject to the approval of the Administrator, may modify these requirements in particular cases only where the regulations are shown for any reason to be impracticable and/or not warranted by the protection afforded, provided equivalent or better protection is secured by other means.

In all cases where a specific safety code is cited as minimum requirements, it is understood that such a code is subject to revision according to subsequent developments, and that any changes shall be acted upon by the code authority within 30 days after the receipt of such revision. All action shall be reported to the Administrator for approval.

Special Provisions

1. Lighting

Minimum requirements for the illumination of manufacturing operations shall be in accordance with the requested regulations in part 3 of the "Code of Lighting: Factories, Mills, and Other Work Places" (A–11), approved by the American Standards Association.

2. Ventilation, temperature, humidity, and air space

Suitable atmospheric conditions shall be maintained in workrooms, by natural or artificial means, to avoid stagnant or vitiated air, excessive heat or cold, too rapid variations of temperature, excessive humidity or dryness, and insufficient air supply, as well as harmful drafts. Specific rules shall be provided for each industry.

3. Sanitation

Minimum requirements for drinking water, cleanliness of workrooms, disposal of waste, personal service rooms, toilet facilities, washing facilities, dressing rooms, and lunch rooms shall be in accordance with the provisions of the "Safety Code for Industrial

Sanitation in Manufacturing Establishments" (Z–4), approved by the American Standards Association.

4. Fire prevention and protection

(*a*) All factory buildings shall be provided with at least two exits from each floor. These shall be remote from each other and be clearly marked.

(*b*) Buildings of more than two stories in height and having only one inside stairway shall be provided with an outside stairway. All wall openings along the stairway or directly below it shall be protected by self-closing solid doors or wire-glass windows.

(*c*) Inside stairways should preferably be enclosed for their entire length with walls of masonry or other fire-resistive material.

(*d*) Exit doors shall remain unlocked during working hours.

(*e*) Fire doors shall be kept free from all obstructions.

(*f*) Buildings constructed after the effective date of these regulations shall be provided with exits in accordance with the "Building Exits Code" (A–9), approved by the American Standards Association.

(*g*) All factory buildings shall be provided with some means for fire extinguishment. Such equipment shall conform to the standards of the National Fire Protection Association.

(*h*) All processes involving serious explosion and flash-fire hazards shall be conducted in segregated buildings, where the equipment should be arranged so that only a few employees are exposed to the hazard at one time—except as prescribed in regulations for particular industries.

(*i*) Flammable liquids having a flash point less than 100° F., in quantities exceeding 5 gallons shall be stored only in separate buildings of fire-resistive construction, or in rooms of fire-resistive construction isolated from the remainder of the building by fire walls and self-closing fire doors, except as prescribed in regulations for particular industries.

(*j*) Electric wiring and equipment shall be installed in conformity with the "National Electrical Code" (C–1), approved by the American Standards Association.

(*k*) Tall brick or concrete chimneys, and buildings housing large quantities of explosives, shall be equipped with lightning rods conforming to the "Code for Protection Against Lightning" (C–5), approved by the American Standards Association.

5. Dust, fumes, and gases

All dust, fumes, and gases incident to industrial operations shall be removed at the source whenever possible, and discharged in such manner that injury to persons or property is averted and no nuisance is created. Minimum requirements for such removal from work-

rooms shall be in accordance with the provisions of "Rules Relating to the Removal of Dust, Gases, and Fumes", adopted by the New York Department of Labor, November 20, 1930.

6. Contact with poisonous or harmful materials or substances

All workers exposed to possible external or internal contact with poisonous or other harmful material or substances shall be furnished suitable personal protective equipment, such as gloves, boots, aprons, special garments, tight-fitting goggles, respirators, or hoods. Where possible injury to the heads or eyes is involved, the mechanical protection of such parts shall be in accordance with the "Safety Code for the Protection of the Heads and Eyes of Industrial Workers" (X–2), approved by the American Standards Association.

7. Machine guarding

(*a*) Minimum requirements for the safeguarding of moving parts of equipment used in the mechanical transmission of power, including prime movers, intermediate equipment, and driven machines, but excluding points of operation, shall be in accordance with the provisions of the "Safety Code for Mechanical Power Transmission Apparatus" (B–15), approved by the American Standards Association.

(*b*) Points of operation of working machines shall be properly safeguarded not only to protect the operator but also to protect others who might come in contact with same, including careless or thoughtless persons. Hand tools, for the purpose of eliminating hazards at points of operations, shall be provided when practical, and in such event the use of such hand tools shall be mandatory. Specific rules shall be provided for each industry.

8. Machines and hand tools

(*a*) Machines shall not be operated with guards or shields removed, nor when any protective equipment is not functioning properly. Employees shall be instructed to report promptly any defective machinery.

(*b*) Handles of hand tools shall be sound, tight, and free from splinters, sharp edges, and roughness.

(*c*) The use of defective tools, such as mushroomed chisels, and wrenches with sprung jaws, is prohibited.

9. Protective clothing against physical injuries

(*a*) Suitable types of protective clothing in good condition shall be furnished to workers exposed to injury hazards from physical contact with materials, such as goggles for protection against flying objects or metal splashes, safety hats or helmets and safety shoes for protection against falling objects, fire-resisting leggings for protection against molten metal, leather or asbestos aprons for protection

against fire, gloves for protection against sharp edges, splinters, or electric shocks, etc.

(*b*) Safety belts shall be furnished for protection against falls during dangerous overhead work.

10. Safeguarding of other working equipment

(*a*) Minimum requirements for the installation, operation, and maintenance of electrical wiring and equipment, aside from the fire hazard, shall be in accordance with the provisions of the "National Electrical Safety Code" (C–2), approved by the American Standards Association.

(*b*) Minimum requirements for the construction, operation, and maintenance of elevators, dumbwaiters, and escalators shall be in accordance with the provisions of the "Safety Code for Elevators, Dumbwaiters, and Escalators" (A–17), approved by the American Standards Association.

(*c*) Minimum requirements for the construction and use of ladders shall be in accordance with the provisions of the "Safety Code for the Construction, Care, and Use of Ladders" (A–14), approved by the American Standards Association.

11. Housekeeping and operating rules

(*a*) Aisles and passageways shall be kept clean and free of materials, containers, rubbish, or other obstructions. If not otherwise obvious, aisle limits shall be plainly marked.

(*b*) Foremen shall be instructed to utilize artificial light before daylight fades to the intensity of the artificial light.

(*c*) Lighting fixtures shall be cleaned often enough to keep the intensity of illumination above the prescribed minimum values. Where dependence is placed on daylight, windows shall be kept clean enough to fulfill their purpose.

(*d*) Floors and other walkway surfaces shall be kept in good repair, free from accumulations of oil and water. All dangerous projections from walkways shall be eliminated.

(*e*) Materials shall be piled so that they will not easily fall, or be displaced by vibration or jolts.

(*f*) Fire extinguishers shall be kept in operable condition, and protected from freezing. If of the soda-acid type they shall be recharged at least once a year.

(*g*) Discarded material of an inflammable nature shall be placed in self-closing metal containers which shall be emptied at least once daily.

(*h*) Flammable material shall not be stored under stairways.

(*i*) Fire drills should be held periodically in buildings of three or more stories, to avoid panic in the event of fire.

(*j*) Smoking shall be prohibited in all workrooms or stockrooms of any establishment in which explosives or readily combustible material is used, handled, or stored, and in other places where there is an equal fire hazard.

12. Building equipment and/or construction

(*a*) Wall openings, floor openings, platforms, runways, and other places from which objects or persons might fall shall be equipped in conformity with the "Safety Code for Floor and Wall Openings, Railings, and Toeboards" (A–12), approved by the American Standards Association.

(*b*) Where passageways are located over conveyors or moving machinery, bridges with railings shall be provided.

(*c*) On stairways, ramps, elevator landing platforms, and similar places where slipping may be especially hazardous, the walkway surface shall be provided with a nonslip surface.

(*d*) Aisles and passageways shall be sufficiently wide to permit the operation of hand trucks without likelihood of striking walls, columns, materials, or other objects.

(*e*) Sufficient space shall be provided around the individual machines or process units to allow for normal operation, adjustments, ordinary repairs, and for materials supplied, in process, or completed.

(*f*) Suitable seats, with backs where practicable, shall be provided for all workers whose duties can be performed in a sitting posture. Such seats shall be adjusted to provide comfort for the workers.

(*g*) Requirements relating to steam boilers shall be in accordance with the "Boiler Codes" of the American Society of Mechanical Engineers.

(*h*) It is recommended that machinery which might cause unusual vibration or excessive noise be mounted on foundations especially designed for the purpose, as by the use of shock-absorbing material.

13. Instruction of employees

(*a*) All employees shall be instructed in the hazards incidental to the work engaged in, both in regard to the individual and to fellow workers. Workers who are transferred to other unaccustomed tasks shall be instructed in the hazards incidental to the new class of work.

(*b*) Workers shall be instructed in the use of and the necessity of using the personal protective equipment provided in these minimum requirements, and employers shall take steps to require the employees to use such equipment.

14. Medical aid

(*a*) In every establishment where one or more persons are employed, suitable first-aid equipment shall be provided free of expense to the employees and available for use in case of injury.

(*b*) Employers shall require all employees to apply promptly for first-aid treatment for all injuries sustained at work.

(*c*) In every establishment one or more persons, in proportion to the size and needs of the establishment, shall have a complete course in first aid, at least equivalent to that prescribed by the United States Bureau of Mines or the American Red Cross, and all employees, so far as practical, shall likewise be given such a course.

(*d*) In every establishment where 100 or more persons are employed suitable accommodations, for which a physician or a trained nurse shall be responsible, shall be provided for the treatment of persons injured or taken ill on the premises.

15. Physical examination

(*a*) If exposed to substances hazardous to health, the worker shall be given physical examination at such intervals as to insure that precautions can be taken to safeguard his health. The physical examination shall be performed by some impartial person or agency mutually acceptable to the employers and employees and subject to the disapproval of the Administrator, and means should be taken to insure that conditions found in this physical examination after employment shall not be used to the detriment of the worker.

(*b*) All workers should be given a physical examination previous to employment and at intervals of not exceeding a year during employment.

16. Report of injuries

(*a*) Every employer shall keep a record of all injuries which cause death or disability, or require medical attention other than first-aid treatments, received by his/her employees in the course of their employment, on standard forms approved by the Administrator.

(*b*) Within 10 days after the occurrence and knowledge thereof of such injury to an employee, a copy of the report of such injury shall be sent to the code authority, to be used for analysis of causes and prevention of similar injuries. Reports shall be made available to the Administrator at his request.

(*c*) Upon the termination of the disability of the injured employee or if the disability extends beyond a period of 60 days, a supplementary report shall be made to the code authority.

Committee on Standards for Safety and Health in N.R.A. Codes

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